

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of November 20, 2012 Cabinet Meeting
Date: November 20, 2012

Members Present: Anderson, Bertch, Cannell, Collins, DeHaven, Hutchins, Ives, Johnson, and Kocher

Staff Present: Niewoonder

Members Absent: Bohnet and Schlack

Approval of Agenda and Minutes

The minutes of the November 13, 2012 meeting and the agenda for the Nov. 20 meeting were approved as presented.

Discussion and Action Items

- *Update on Organizational Change and Vacant Positions*
 - A four-dean structure for academic services is being planned and the three open positions will be posted.
- *Discussion on MOOCs*
 - Heard information on MOOCs and discussed possible opportunities for KVCC in the future.
- *Internships for Winter 2013 – Postponed until next week.*
 - The current budget for internships for FY 2013 was shared and briefly reviewed.
 - Agreed to reauthorize all existing internship positions for winter 2013 and to review the budget again for a potential new internship in winter 2013.
- *Travel*
 - Alisha Cederberg, Judy Hayes, and Brenda Vandenberg will also attend the BugMi users group meeting in Lansing, November 30.
 - Alisha Cederberg, Roger Miller and Sue Newington attended the Michigan Financial Aid Association meeting in Lansing, October 23.
 - Lois Baldwin will attend the Michigan Occupational Special Populations Association meeting in Bay Harbor, Michigan, May 8-10, 2013.
- *Grants*
 - Heard about a potential CAAP grant application through the State of Michigan.
- *Update on Strategic Issues and Metrics*
 - Reported that the Strategic Issues Report was shared with the Board at the November meeting.
 - Next step is to firm up the measurements.

Personnel and Operations

- Kudos!
 - No kudos shared.
- Reality Check
 - No items reported.

- Hires/Resignations/Retirements

- Tim Hulinec is transferring from his public safety internship position to the vacant part-time position and Brent Reinholt has accepted the vacant internship position – both hires are effective Nov. 25.

- TBO Discussion

- Gallup representatives will be here on November 27.

- Other

- The Police Academy graduation is scheduled for November 20 at 3 p.m.
- Fire and tornado drills are being planned for all campuses in the near future.
- **Use of Facility** – reported on the following activities outside of normal open hours:
 - The *Rock Free Hill Theater* has evening events scheduled on Nov. 30, Dec. 1, Dec. 7 and Dec. 8.
 - The *Women's Softball* team will be practicing in the gym on Friday evenings during January and February 2013.

- Book Discussion and Assignments

Kathy summarized chapter three of the book "Shift." Jim agreed to summarize chapter four next week.

Next Meeting – The next regular meeting is scheduled for ***Tuesday, November 27 at 8 a.m.***